



# TORQ Analysis of Purchasing Agents, Except Wholesale, Retail, and Farm Products to Procurement Clerks




## INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Purchasing Agents, Except Wholesale, Retail, and Farm Products	13-1023.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Procurement Clerks	43-3061.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

## OUTPUT SECTION:

Grand TORQ:

93












Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	 98	Level	 91	Level	 89

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
No Critical Gaps Recorded!				Time Management	69	6	86	Customer and Personal Service	60	27	71
				Active Listening	67	6	79				
				Monitoring	70	6	70				
				Critical Thinking	68	4	74				
				Reading Comprehension	66	1	82				

LEVEL and IMPT (IMPORTANCE) refer to the Target Procurement Clerks. GAP refers to level difference between Purchasing Agents, Except Wholesale, Retail, and Farm Products and Procurement Clerks.

## ASK ANALYSIS

### Ability Level Comparison - Abilities with importance scores over 50

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Procurement Clerks	Importance
Oral Comprehension	64 	60 	 81
Oral Expression	66 	55 	 81
Written Comprehension	60 	53 	 78
Written Expression	60 	48 	 72



Problem Sensitivity	51	46	72
Deductive Reasoning	69	50	72
Information Ordering	48	48	72
Speech Clarity	42	41	72
Near Vision	60	59	68
Inductive Reasoning	57	44	62
Speech Recognition	50	42	62
Mathematical Reasoning	44	37	53

## Skill Level Comparison - Abilities with importance scores over 69

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Procurement Clerks	Importance
Time Management	63	69	86
Reading Comprehension	65	66	82
Speaking	66	63	81
Active Listening	61	67	79
Writing	65	64	74
Critical Thinking	64	68	74
Monitoring	64	70	70

## Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Procurement Clerks	Importance
Clerical	71	71	75
Customer and Personal Service	33	60	71

## Experience &amp; Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Procurement Clerks	Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Procurement Clerks
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	6%	0%	Professional Degree	0%	0%
6-8 years	0%	0%	Post-Masters Cert	0%	0%
4-6 years	29%	8%	Master's Degree	0%	0%
2-4 years	23%	26%			



1-2 years	0%	52%	Post-Bachelor Cert	2%	0%
6-12 months	18%	6%	Bachelors	33%	12%
3-6 months	22%	3%	AA or Equiv	2%	15%
1-3 months	0%	0%	Some College	41%	11%
0-1 month	0%	2%	Post-Secondary Certificate	7%	27%
None	0%	0%	High School Diploma or GED	11%	33%
			No HSD or GED	0%	0%

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Procurement Clerks

## Most Common Educational/Training Requirement:

Work experience in a related occupation

Short-term on-the-job training

## Job Zone Comparison

3 - Job Zone Three: Medium Preparation Needed

Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.

Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

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## Tasks

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Procurement Clerks

## Core Tasks

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## Generalized Work Activities:

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- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

## Specific Tasks

## Occupation Specific Tasks:



## Specific Tasks

### Occupation Specific Tasks:

- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Arrange the payment of duty and freight charges.
- Attend meetings, trade shows, conferences, conventions and seminars to network with people in other purchasing departments.
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.
- Formulate policies and procedures for bid proposals and procurement of goods and services.
- Hire, train and/or supervise purchasing clerks, buyers, and expeditors.
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services and prices.
- Maintain and review computerized or manual records of items purchased, costs, delivery, product performance, and inventories.
- Monitor and follow applicable laws and regulations.
- Monitor changes affecting supply and demand, tracking market conditions, price trends, or futures markets.
- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods.
- Negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives.
- Prepare purchase orders, solicit bid proposals and review requisitions for goods and services.
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Review catalogs, industry periodicals, directories, trade journals, and Internet sites, and consult with other department personnel to locate necessary goods and services.
- Study sales records and inventory levels of current stock to develop strategic purchasing programs that facilitate

- Approve bills for payment.
- Calculate costs of orders, and charge or forward invoices to appropriate accounts.
- Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications.
- Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
- Compare suppliers' bills with bids and purchase orders in order to verify accuracy.
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Locate suppliers, using sources such as catalogs and the internet, and interview them to gather information about products to be ordered.
- Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.
- Monitor contractor performance, recommending contract modifications when necessary.
- Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.
- Perform buying duties when necessary.
- Prepare invitation-of-bid forms, and mail forms to supplier firms or distribute forms for public posting.
- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Prepare, maintain, and review purchasing files, reports and price lists.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Track the status of requisitions, contracts, and orders.

## Detailed Tasks

### Detailed Work Activities:

- communicate technical information
- compile data for financial reports
- compute financial data
- examine documents for completeness, accuracy, or conformance to standards



employee access to supplies.

- Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased.

#### Detailed Tasks

##### Detailed Work Activities:

- analyze financial data
- analyze sales activities or trends
- communicate technical information
- compute financial data
- confer with sales or purchasing personnel
- confer with vendors
- determine reasonable prices
- develop purchasing policies or procedures
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- follow contract, property, or insurance laws
- hire, discharge, transfer, or promote workers
- identify supplier with best bid
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain records, reports, or files
- make presentations
- manage contracts
- mediate or arbitrate disputes
- monitor consumer or marketing trends
- monitor contract performance
- negotiate business contracts
- obtain information from individuals
- order or purchase supplies, materials, or equipment
- process account invoices
- use appraisal techniques in purchasing
- use computers to enter, access or retrieve data
- use interpersonal communication techniques
- use spreadsheet software
- use word processing or desktop publishing software
- write business correspondence
- write business project or bid proposals

- fill out business or government forms
- fill out purchase requisitions
- identify supplier with best bid
- locate sources of supply for purchasing
- maintain account records
- maintain records, reports, or files
- manage inventories or supplies
- obtain information from individuals
- operate calculating devices
- order or purchase supplies, materials, or equipment
- select materials or tools
- use computers to enter, access or retrieve data
- use telephone communication techniques
- verify data from invoices to ensure accuracy
- write business correspondence

### Labor Market Comparison

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Procurement Clerks	Difference



Median Wage	\$ 45,210	\$ 33,300	\$( 11,910)
10th Percentile Wage	\$ 31,440	\$ 22,760	\$( 8,680)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 57,570	\$ 41,460	\$( 16,110)
90th Percentile Wage	\$ 72,070	\$ 47,510	\$( 24,560)
Mean Wage	\$ 48,120	\$ 33,970	\$( 14,150)
Total Employment - 2007	920	N/A	N/A
Employment Base - 2006	995	251	-744
Projected Employment - 2016	974	247	-727
Projected Job Growth - 2006-2016	-2.1 %	-1.6 %	0.5 %
Projected Annual Openings - 2006-2016	21	5	-16

### National Job Posting Trends

Trend for Purchasing Agents, Except Wholesale, Retail, and Farm Products

Trend for  
Procurement  
ClerksData from [Indeed](http://Indeed.com)

### Recommended Programs

General Office/Clerical and Typing Services



General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.

Institution	Address	City	URL
Northern Maine Community College	33 Edgemont Dr	Presque Isle	<a href="http://www.nmcc.edu">www.nmcc.edu</a>

### Maine Statewide Promotion Opportunities for Purchasing Agents, Except Wholesale, Retail, and Farm Products

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	100	3	920	\$45,210.00	\$0.00	-2%	21
19-3021.00	Market Research Analysts	88	4	200	\$49,960.00	\$4,750.00	3%	2
13-2031.00	Budget Analysts	88	4	170	\$57,290.00	\$12,080.00	3%	5
13-2053.00	Insurance Underwriters	87	3	460	\$56,090.00	\$10,880.00	-1%	12
13-2061.00	Financial Examiners	87	4	120	\$55,110.00	\$9,900.00	3%	2
13-2072.00	Loan Officers	87	3	1,450	\$49,380.00	\$4,170.00	9%	29
13-2051.00	Financial Analysts	86	4	210	\$71,380.00	\$26,170.00	10%	4
11-3031.02	Financial Managers, Branch or Department	85	4	2,440	\$67,670.00	\$22,460.00	7%	58
11-9131.00	Postmasters and Mail Superintendents	85	3	420	\$55,200.00	\$9,990.00	-5%	10
41-3031.01	Sales Agents, Securities and Commodities	85	4	0	\$65,230.00	\$20,020.00	5%	33
41-3031.02	Sales Agents, Financial Services	85	4	0	\$65,230.00	\$20,020.00	5%	33
13-1031.01	Claims Examiners, Property and Casualty Insurance	85	3	1,570	\$49,360.00	\$4,150.00	3%	44
19-3011.00	Economists	85	5	50	\$49,150.00	\$3,940.00	2%	2
13-2011.01	Accountants	85	4	3,250	\$48,110.00	\$2,900.00	11%	113
13-2052.00	Personal Financial Advisors	85	3	360	\$94,100.00	\$48,890.00	10%	13

### Maine Statewide Promotion Opportunities for Procurement Clerks



O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
43-3061.00	Procurement Clerks	100	3	0	\$33,300.00	\$0.00	-2%	5
43-6011.00	Executive Secretaries and Administrative Assistants	91	3	3,330	\$38,830.00	\$5,530.00	6%	76
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	89	3	920	\$45,210.00	\$11,910.00	-2%	21
13-2053.00	Insurance Underwriters	88	3	460	\$56,090.00	\$22,790.00	-1%	12
13-2072.00	Loan Officers	87	3	1,450	\$49,380.00	\$16,080.00	9%	29
13-1072.00	Compensation, Benefits, and Job Analysis Specialists	87	4	770	\$43,900.00	\$10,600.00	8%	23
41-3031.01	Sales Agents, Securities and Commodities	87	4	0	\$65,230.00	\$31,930.00	5%	33
43-6012.00	Legal Secretaries	87	3	1,300	\$33,360.00	\$60.00	5%	29
13-2081.00	Tax Examiners, Collectors, and Revenue Agents	86	3	450	\$36,790.00	\$3,490.00	5%	13
43-4011.00	Brokerage Clerks	86	3	270	\$39,120.00	\$5,820.00	-13%	8
43-5011.00	Cargo and Freight Agents	86	2	170	\$40,360.00	\$7,060.00	5%	5
43-5061.00	Production, Planning, and Expediting Clerks	86	2	1,320	\$38,490.00	\$5,190.00	-1%	35
13-1031.01	Claims Examiners, Property and Casualty Insurance	86	3	1,570	\$49,360.00	\$16,060.00	3%	44
11-9081.00	Lodging Managers	85	3	520	\$43,350.00	\$10,050.00	17%	62
13-1071.01	Employment Interviewers	85	3	610	\$41,200.00	\$7,900.00	10%	19